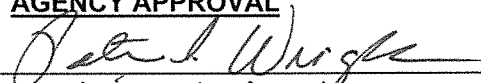


RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 201-402
DEPARTMENT OF EDUCATION
DIVISION OF STUDENT ASSESSMENT & SCHOOL IMPROVEMENT
OFFICE OF SCHOOL IMPROVEMENT

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

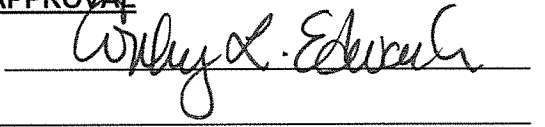


AGENCY RECORDS OFFICER



STATE APPROVAL

STATE RECORDS ADMINISTRATOR



COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE October 22, 2008

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POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must insure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes 201-402 dated August 1, 2006.

Academic Review Reports

This series consists of mandatory reviews of schools that received ratings of Accredited with Warning or Accreditation Withheld/Improving School Near Accreditation resulting from poor Standards of Learning (SOL) scores.

000137

Retain 10 years after review completed then destroy in compliance with No. 8 on the schedule cover page.

Assessment Reports – Working Files

This series consists of requests for information that require manipulation of source data prior to creation of a final product. Includes, but is not limited to, information requests, working drafts of reports and files, temporary files and syntax and coding worksheets, transitional files, spreadsheets, macros, pivot tables, and queries.

009282

Retain until superseded then destroy in compliance with No. 8 on the schedule cover page.

Data Source Files for Graduation Test Requirement

This series consists of the final summary data and associated student level files for each test administration. It is used to answer informational requests.

009283

Retain 5 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.

Data Source Files for All Other Required Testing

This series consists of the final summary data and associated student level files for each test administration. It is used to answer informational requests.

009284

Retain 3 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.

Partnership for Achieving Successful Schools (PASS) Data and Reports

This series consists of plans and reports of schools furthest from meeting accreditation benchmarks that choose to participate in the PASS program.

000138

Retain 10 years after school graduates from the program then destroy in compliance with No. 8 on the schedule cover page.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Pre-Accreditation Eligibility Records</u> This series consists of mandatory annual reports submitted by all schools outlining whether or not the Standards of Accreditation requirements are being met. This series also contains plans of action submitted by those schools which did not meet the Standards of Accreditation requirements.	000139	Retain 10 years after the end of the school year in which the report was issued then destroy in compliance with No. 8 on the schedule cover page.
<u>Scoring Documentation for All Other Required Testing</u> This series consists of training materials for qualifying readers of student papers and other information needed to score written answers. Also includes, but is not limited to, anchor papers, reader reports, inter-rater reliability statistics, appeals, etc.	009285	Retain 3 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.
<u>Scoring Documentation for Graduation Required Testing</u> This series consists of training materials for qualifying readers of student papers and other information needed to score written answers. Also includes, but is not limited to, anchor papers, reader reports, inter-rater reliability statistics, appeals, etc.	009286	Retain 5 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.
<u>State Summary Reports</u> This series consists of statistical reports that summarize the results of the state testing program by school year. Includes the Literacy Passport Test, Standards of Learning, and new programs as they are developed.	009287	Retain one copy in agency permanently. Transfer one copy to Archives, Library of Virginia.
<u>State Summary Reports – Raw Data</u> This series consists of the raw data used to create statistical reports that summarize the results of the state testing program by school year. Includes the Literacy Passport Test, Standards of Learning, and new programs as they are developed.	009288	Retain raw data for as long as administratively necessary then destroy.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Test Development Documentation – Signed Security Agreements</u> This series consists of signed confidentially agreements from teachers, DOE staff, and others who are working with the development of test forms and questions.	009289	Retain 5 years after the school year that the test was given then destroy in compliance with No. 8 on the schedule cover page.
<u>Test Development Documentation – Committee Applications</u> This series documents the selection of educators /subject specialists from across the state to review test questions.	009290	Retain 3 years after the school year that the test was given then destroy in compliance with No. 8 on the schedule cover page.
<u>Test Development Documentation – Committee Meeting Daily Operation Checklist</u> This series consists of meeting minutes of procedures, discussions, and attendance while reviewing test materials.	009291	Retain 1 year after the school year that the test was given then destroy in compliance with No. 8 on the schedule cover page.
<u>Test Development Documentation for All Other Required Testing</u> This series consists of materials related to the development of the test form and questions. Includes, but is not limited to, item, data, and forms reviews, selection procedures, test answer keys, committee proceedings, etc.	009292	Retain 3 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.
<u>Test Development Documentation for Graduation Test Requirement</u> This series consists of materials related to the development of the test form and questions. Includes, but is not limited to, item, data, and forms reviews, selection procedures, test answer keys, committee proceedings, etc.	009293	Retain 5 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Test Implementation Documents</u> This series consists of informational materials and documents related to the operations of statewide testing program. Includes, but is not limited to, Authorization to Proceed records, test irregularity records, affidavits, etc.	009294	Retain 5 years then destroy.
<u>Test Implementation Documents – Reviews</u> This series consists of informational materials and documents related to the operations of statewide testing programs. Includes reviews of test procedures.	009295	Retain 3 years then destroy.
<u>Test Materials for All Other Required Testing – Extra Material</u> This series consists of the final record copy of test material. Includes, but is not limited to, test booklets, answer documents, released items/test forms, demographic sheets, administration manuals, etc.	009296	Retain 3 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.
<u>Test Materials for All Other Required Testing – Recordkeeping copy</u> This series consists of the final record copy of test material. Includes, but is not limited to, test booklets, answer documents, released items/test forms, demographic sheets, administration manuals, etc.	009297	Retain one copy in agency for 10 years, then transfer to Archives, Library of Virginia for permanent retention with restrictions.
<u>Test Materials for Graduation Test Requirement – Extra Material</u> This series consists of the final record copy of test material. Includes but is not limited to test booklets, answer documents, released items/test forms, demographic sheets, administration manuals, etc.	009298	Retain 5 years after termination of any testing program then destroy in compliance with No. 8 on the schedule cover page.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Test Materials for Graduation Test Requirement – Recordkeeping Copy</u> This series consists of the final record copy of test material. Includes, but is not limited to, test booklets, answer documents, released items/test forms, demographic sheets, administration manuals, etc.	009299	Retain one copy in agency for 10 years then transfer to Archives, Library of Virginia for permanent retention with restrictions.